

Maintain Your Account - District Court ECF

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Introduction

The maintenance of the registered participant’s ECF account and changes to the account are the responsibility of the filer.

These items include:

- Accuracy of the attorney’s physical address, including telephone number,
- Configuration of the e-mail information for purposes of Notice of Electronic Filing (NEF), including the addition and deletion of secondary e-mails, and
- Changing of the user password (original password set by court).

The following document provides instructions on these specific areas.

Location of ECF Account Information



The ECF account information is located under **Utilities** located on the main CM/ECF blue menu bar.

Also, you can go directly to the e-mail information by clicking on the **Maintain Your E-mail** link.

Physical Address Information

Updating Person Information Screen

Click on **Maintain Your Account**.

The initial screen contains all the attorney's physical address information.

Anytime this information changes, the attorney is responsible for making the updates.

Click the **Submit** button to save changes.

See "Saving Changes" for additional information.

A screenshot of the 'Maintain User Account' form. The form contains various input fields for user information. The 'Submit' button is circled in red.

Updating E-mail Information

Primary E-mail Address

On the Main User Account Screen, click the **Email Information** button located at the bottom of the screen.

Maintain User Account

Last name First name

Middle name Generation

Gender ATY Type

Title

Bar number Type

Prisoner id Add Headers to PDF Documents

Office

Unit

Address 1

Address 2

Address 3

City State Zip

Country County

Phone Fax

Initials End date

Email Information for atty1

Registered e-mail addresses	Configuration options
<p>Primary e-mail address: deadmail@id.uscourts.gov</p> <p>Secondary e-mail addresses: add new e-mail address</p> <p><input type="button" value="Return to Person Information Screen"/></p> <p><input type="button" value="Clear"/></p>	<p>Select an e-mail address to configure.</p>

The e-mail information will appear in the left-hand panel.

When an attorney registers for an ECF account, the court will set up the account with the registrant's e-mail address. This is called the **Primary e-mail address**.

The specific configuration information for each e-mail appears in the right-hand panel. This also is set by the Court when the account is created.

Primary E-mail Address

When you click on the primary e-mail address in the left-hand column, the e-mail configuration options appear in the right-hand column.

Email Information for atty1

Registered e-mail addresses

Primary e-mail address:
[atty1@id.uscourts.gov](#)

Secondary e-mail addresses:
[deadmail@id.uscourts.gov](#)
[add new e-mail address](#)

Return to Person Information Screen
 Clear

Configuration options

atty1@id.uscourts.gov

Should this e-mail address receive notices? Yes No

How should notices be sent to this e-mail address? Per Filing Summary Report

Should this e-mail address receive a "no activity" notice when no summary noticing occurs? Yes No

In what format should notices be sent to this e-mail address? HTML Text

Should this e-mail address receive general announcement notices from this court? Yes No

Show all cases for this e-mail address (Copy case list from here)

Case-specific options

Add additional cases for noticing

These cases will send notice per filing. (default method)

1:09-cv-00331 Smith et al v. Jones - Representing Aaron Smith, Anita Jones
 1:09-cv-00335 E.J. Jones v. Smith - Representing Anita Jones
 1:09-cv-00336 Jones v. Smith et al - Representing Atilinda Jones

Remove selected cases Change selected cases to notice as a summary report

These cases will send notice as a summary report. (alternate method)

4:09-cv-00224-CWD State of Utah v. Gedo et al (interest)

Remove selected cases Change selected cases to notice per filing

To edit the e-mail, click within the text field in the Configuration panel.

Configuration options

deadmail@id.uscourts.gov

Type in the new e-mail address.
 As you type, the primary e-mail in the left-panel changes.

Registered e-mail addresses

Primary e-mail address:
[atty1@id.uscourts.gov](#)

Configuration options

atty1@id.uscourts.gov

E-mail Configuration Options

Noticing Options

There are four critical questions:

1) *Should this e-mail receive notices?*
- **YES** (do not change)

2) *How should the notices be sent,*
select one:

- “Summary Report” - once a day, or
- ”Per Filing - instantly when document is filed.

3) *Should this e-mail receive “no-activity” reports?*

In other words, do you wish notice when nothing is filed? The default is “No.”

4) *What format?* **HTML** (do not change)

The screenshot shows a form titled "Configuration options" for the email address "atty1@id.uscourts.gov". It contains several radio button options: "Should this e-mail address receive notices?" (Yes selected), "How should notices be sent to this e-mail address?" (Per Filing selected), "Should this e-mail address receive a 'no activity' notice when no summary noticing occurs?" (No selected), "In what format should notices be sent to this e-mail address?" (HTML selected), and "Should this e-mail address receive general announcement notices from this court?" (Yes selected). At the bottom, there is a button labeled "Show all cases for this e-mail address" with a note "(Copy case lists from here)".

5) *Should this e-mail receive general announcements from this court?*

Occasionally, the court will send e-mail announcements to all ECF e-mail addresses. The owner of each e-mail address may now opt-out of receiving those notices.

Note: There may be instances the Court will override this option and this e-mail will receive notice regardless of this selection.

This button provides a text list of all the cases associated with this e-mail address.

From this list you are able to cut and paste information into other documents.

This is a close-up of the button from the previous screenshot, showing the text "Show all cases for this e-mail address" and the note "(Copy case lists from here)".

Case-specific Options

There are three items under **Case-specific Options**

- 1) Add cases to receive the NEF that the attorney is not associated with.
- 2) The list of cases that will receive NEF's per filing.
- 3) The list of cases that will receive NEF's through a Summary e-mail Report.

Note: ECF will indicate which delivery method is the default method, based upon the selection made in the top section. This will reverse when the preference is edited above.

Additional Cases.

To add a case this attorney is not associated with, begin typing the case number (YY-NNN). You do not need to know the exact number format.

Click **Find This Case**.

ECF will locate the case and place the number in the correct format.

Click the **Add case(s)** button.

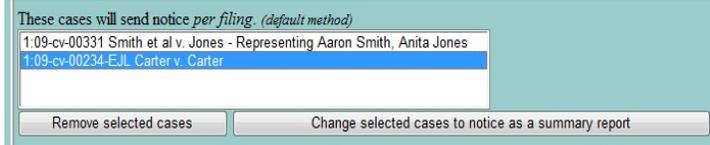
The case is added to the NEF category based upon the configuration selection made at the top of the screen.

Note: Receipt of the NEF's in these additional cases will accrue PACER charges.

Case-specific Options

Per Filing NEF's: If this is the default method of NEF delivery (based upon the selections made above), this list will include all the cases associated with this attorney, unless the attorney:

- Removes the case from all noticing, or
- Changes the noticing preference for this case to Summary Report.

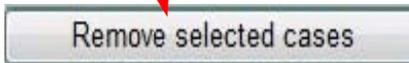


Remove Selected Cases:

An attorney may discontinue NEF noticing on cases they are no longer associated with, or cases which are closed.

To remove a case from NEF noticing:

1. Highlight the case in the list, and
2. Click **Remove Selected Case**.

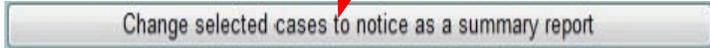


Change from Per Filing to Summary Report:

The user may also select cases they wish an exception to their normal NEF setting.

To move a case from Per Filing NEF's to a Summary Report:

1. Highlight the case in the list, and
2. Click **Change Selected Case**.



Summary Report NEF's: Similar to the Notice Per Filing section, you may remove or change the preference for each case listed in this category.



Adding Secondary E-mail Addresses

Secondary e-mail addresses

To add additional e-mail addresses to the primary account, click on **add new e-mail address** under “Secondary e-mail addresses” located in the left-hand panel.

The screenshot shows a web interface with two columns: "Registered e-mail addresses" and "Configuration options". Under "Registered e-mail addresses", there is a "Primary e-mail address:" field containing "atty1@id.uscourts.gov" and a "Secondary e-mail addresses:" section with a link "add new e-mail address" highlighted by a red rectangular box. Below this are buttons for "Return to Person Information Screen" and "Clear". The "Configuration options" column contains several questions, such as "Should this e-mail address receive notices?" and "How should notices be sent to this e-mail address?".

A text field appears in the right panel, similar to the primary e-mail.

Begin typing your additional e-mail address in the box.

This screenshot is similar to the previous one, but the "Configuration options" column now has a text input field where the user can begin typing a new secondary email address. The "add new e-mail address" link remains visible in the "Secondary e-mail addresses" section.

As you type, the e-mail appears in the left-hand panel, and the configuration options appear in the right-hand panel.

All the same configuration options are available to the secondary e-mail but do not need to be the same as the primary.

The screenshot shows the "Registered e-mail addresses" section with the primary address "atty1@id.uscourts.gov" and a new secondary address "deadmail@id.uscourts.gov" added. A red double-headed arrow points from the new address in the left column to the "Configuration options" column. The configuration options for the secondary address include "Should this e-mail address receive notices?" (set to Yes), "How should notices be sent to this e-mail address?", and "In what format should notices be sent to this e-mail address?".

Secondary e-mail addresses

Case Specific Options: All the cases associated with this attorney will automatically be listed in either the “Per Filing” or “Summary Report” NEF category. The cases will appear in the same category as the primary e-mail configuration.

The secondary e-mail does not need to be configured the same as the primary e-mail though. The cases may be removed or changed as needed.

Additional Cases: Any additional cases added to the primary address are not automatically added to the Secondary e-mail.

If the user wishes the NEF’s for additional cases be sent to the secondary e-mail address, those cases will need to be added separately to this e-mail address.

Note: PACER will charge the primary e-mail and any secondary e-mails for viewing NEF’s in cases that the attorney is not a party to.

Recommendation: Add additional cases for which the attorney is not associated to only one e-mail address. This will reduce PACER charges.

Case-specific options

Add additional cases for noticing

These cases will send notice *per filing. (default method)*

1:09-cv-00331 Smith et al v. Jones - Representing Aaron Smith, Anita Jones

Remove selected cases Change selected cases to notice as a summary report

These cases will send notice *as a summary report. (alternate method)*

Remove selected cases Change selected cases to notice per filing

To save changes to the e-mail information, click **Return to Person Information Screen** in the left-hand column.

Registered e-mail addresses

Primary e-mail address:
atty1@id.uscourts.gov

Secondary e-mail addresses:
deadmail@id.uscourts.gov
[add new e-mail address](#)

Return to Person Information Screen

Clear

ECF Password

To electronically file, an attorney must have an ECF login and password.

The Login is set by the court and is the attorney's bar ID number. This cannot be changed.

The Password is computer-generated and may be changed by the attorney.

Changing Your Password

The user's ECF password is stored in the **More User Information**. The User may change their password at any time without notice to the Court.

Maintain User Account

Last name atty1 First name
Middle name Generation
Gender Male ATY Type
Title
Bar number Type aty
Prisoner id Add Headers to PDF Documents
Office PO Box 1234
Unit
Address 1
Address 2
Address 3
City Anytown State ID Zip 83724
Country Country
Phone 208-555-1234 Fax
Initials DOB End date
Email information... More user information...
Submit Clear

The password appears as asterisks. Click in the password, highlight and delete. As you type your new password, you will see your typing. Once you leave this screen, ECF will again replace your password with asterisks.

Password Standards:
8 characters in length

More User Information for atty1

Login atty1 Last login 07-31-2009 08:00
Password ***** Current login 07-31-2009 08:00
Create date 11/30/2004
Update date 09/12/2006
Registered Y
Internet Credit Card Y
Groups Attorney
Return to Account screen Clear

When you complete your changes, click the **Return to Account Screen** button.

Return to Account screen

Saving Your Changes

Click the **Submit** button at the bottom of the Person Information Screen to save changes.

Maintain User Account

Last name: atty1 First name: _____
 Middle name: _____ Generation: _____
 Gender: Male ATY Type: _____
 Title: _____
 Bar number: _____ Type: aty
 Prisoner id: _____ Add Headers to PDF Documents
 Office: PO Box 1234
 Unit: _____
 Address 1: _____
 Address 2: _____
 Address 3: _____
 City: Anytown State: ID Zip: 83724
 Country: _____ County: _____
 Phone: 208-555-1234 Fax: _____
 Initials: _____ DOB: _____ End date: _____
 Email information... More user information...
Submit Clear

ECF searches for existing cases for which this attorney record is attached and updates those records.

Warning notices:

- These changes apply to only those cases this attorney record is associated with.
- If you changed the attorney name, those changes will be changed on all cases, regardless if you update some or select "***Update None***" of this attorney's cases.
- Changes made to information other than name, will only be changed if you "***Update All***", or select specific cases. Recommendation is to select all.

Click **Submit** to continue updating the information.

Searching for existing Attorney Records
Select the cases to be updated

CAUTION: Modifications that you entered on the previous screen ca associated with any other cases, information in those cases will not b

*If you modified any of the name fields (first, last, middle, generation) to which the person is linked. These changes will apply to all of those ***Update None*** option.*

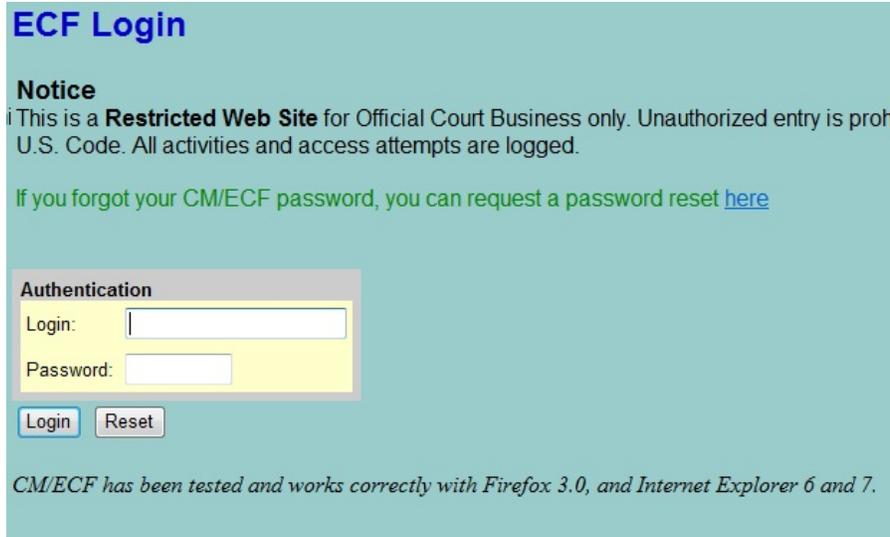
*If you modified items other than the name fields (ex. mailing address, that you select or ALL cases if you choose the ***Update All*** opti listed. Click the question mark on the menu bar above for more infor*

*** Update All ***
 *** Update None ***
 1:9-cv-331 Smith et al v. Jones (Plaintiff)
 1:9-cv-331 Smith et al v. Jones (Plaintiff)

Submit Clear

Forgotten Login/Password

If you have forgotten or lost your ECF Login/Password, you may request a password reset at the Login Screen. Simply click on the “Here” link and ECF will e-mail your existing login and password to the e-mail on the account.



ECF Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited under 18 U.S. Code. All activities and access attempts are logged.

If you forgot your CM/ECF password, you can request a password reset [here](#)

Authentication

Login:

Password:

CM/ECF has been tested and works correctly with Firefox 3.0, and Internet Explorer 6 and 7.